

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 8, 2008

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TITLE: Healthcare Coordinator
POSITION NO: 01906
LOCATION: Health Resources Division, Helena
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$39,138 - \$48,922 annually. Depending on qualifications and internal equity.
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess a Bachelor's degree and six months experience. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for design, implementation, management, monitoring and continued enhancement of the Montana Health Improvement Plan (MHIP), a health care service delivery system for eligible clients. MHIP is a managed care program that provides appropriate health management services to all Medicaid clients with the goal of improving their overall health. MHIP must allow access to medical services that are necessary, cost-effective, appropriate and meet acceptable quality standards. This position must formulate both broad and specific objectives for the program; integrate a diverse group of services and providers into a cohesive health

care service delivery system; and develop assessment tools, evaluate the effectiveness of the program, and assure compliance with state/federal laws.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of analytical techniques and principles; complex data systems; accounting, budgeting, and management principles; social and medical service delivery and reimbursement systems; research and policy analysis principles; and medical terminology and coding.

Skills: Skill in project management; highly developed communication; organization; and using computers with various programs to complete word processing, spreadsheets, and databases.

Abilities: Ability to deal with sensitive situations; work independently; design and conduct valid analyses of complex data; interpret and apply laws, rules and regulations in the program; and establish effective working relationships with staff, managers, providers, agency personnel, provider associations, clients, legislators, federal representatives, and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health, human services, business, public administration, business management, nursing, or health administration **AND** one year of program/project management, analysis, or related experience. Relevant work experience may substitute for the formal education on a two-years-for-one-year basis. Other equivalent combinations of education and related experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of*

Education are acceptable to meet education requirements).
If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604 OR if unforeseeable circumstances occur, transcripts may be provided at time of job offer.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.